

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 3

TITLE: FireCode and Fire Number

EFFECTIVE DATE: May 22, 2006

UPDATED: October, 2018

INTENT: To furnish guidelines on assigning and issuing fire codes and state fire numbers for incidents within GPC's Initial Attack Area.

PROCEDURE

1. Background

- 1.1. Fire code is a National fire coding system that allows all federal agencies to use the same code for fires even if they are outside the home unit. The program is a web-based system used by these federal agencies:

- USDA Forest Service
- Bureau of Land Management
- Bureau of Indian Affairs
- National Park Service
- US Fish and Wildlife Service

The fire code system issues a four-character code used to track and compile cost information for fires.

- 1.2. State fire numbers track and compile costs associated with state fires and time worked on federal fires. The state fire number system is a running count of incidents that state resources worked on for a calendar year. State fire numbers are issued for incidents other than fires by request of the Fire Business Accountant.

2. Pre-determined codes

Pre-determined codes are issued prior to fire season for the Black Hills and Nebraska National Forests and for the State of South Dakota. Dispatch managers issue these codes for ABCD misc., support, false alarms, seat base operations, and severity. These codes are used each time one of these situations occurs. The pre-issued codes track and compile costs throughout the fiscal year with the exception of the state codes, they are tracked on a calendar year. See the spreadsheet in the Big Black Book.

3. FireCode

- 3.1. When to issue a code:

- a. For lightning caused fires on Forest Service jurisdiction that are class D size or less, use the BKF, NBF ABCD Misc. code for the Black Hills National Forest and Nebraska National Forest. If there are is a lot of resources being ordered, or if air tankers are being used on the fire, a separate code may be needed.
- b. Although using WildCAD to get a FireCode is preferred there are times a code must be created using the FireCode system, <http://firecode.gov> . See the Center Manager for access to the FireCode System.

3.2. Creating a new FireCode:

- a. Using WildCAD: Once an Incident has gone to IRWIN, you can have WildCAD automatically request a FireCode via IRWIN. This is done on the Fiscal Tab by pressing the button **"Get FireCode"**. That button is only enabled for your use once the required fields have been successfully sent to IRWIN, and IRWIN has accepted them. After clicking **"Get FireCode"**, wait several seconds and the Auto FireCode will appear. You cannot edit this Auto FireCode.
- b. The **Create FireCode** screen is the starting point for creating a new FireCode. To create a new FireCode, click on the **Create New FireCode** link on the FireCode home page. You will be asked to enter:
 - 3.2.b.1. Date and time the fire was discovered
 - 3.2.b.2. Incident name (Maximum 30 characters)
 - 3.2.b.3. Host Unit's ID number
You may create a FireCode for any unit that is listed in FireCode under our GACC. BIA issues their own FireCodes.
 - 3.2.b.4. Non-Federal Code (If host agency is not a federal entity)
 - 3.2.b.5. Latitude in degrees, minutes (seconds are optional)
 - 3.2.b.6. Longitude in degrees, minutes (seconds are optional)
 - 3.2.b.7. Incident Order Number (SD-BKF-090001)
 - 3.2.b.8. Complex fire indicator
 - 3.2.b.9. Forest Service Assistance
 - 3.2.b.9.1. If host unit is not a Forest Service unit and Forest Service units respond or Forest Service Dispatcher works on the incident check this box.
 - 3.2.b.10. Other
 - 3.2.b.10.1. Multi-Jurisdictional- when the fire burns on more than one jurisdiction
 - 3.2.b.10.2. Reimbursable/ Billable- when the fire is reimbursable or billable to another agency other than the jurisdictional agency
 - 3.2.b.10.3. Wildland Fire Use- lightning caused fires that are allowed to burn for resource benefit.
 - 3.2.b.10.4. Comments (Maximum 1000 characters)

- c. Press **Generate FireCode** button to generate the FireCode once all fields are filled.

*** Any time a Forest Service resources works on an incident outside the Forest Service jurisdiction check the FS Assisted box. ***

- d. For detailed FireCode instructions refer to the FireCode user's manual and WildCAD user guide.

3.3. Jurisdictional Codes

- a. USDA Forest Service fires contain **P2** in region 2 as the first two characters
- b. Bureau of Indian Affairs fires contain **PA** as the first two characters
- c. Bureau of Land Management fires contain **PD** as the first two characters
- d. Fish and Wildlife Service fires contain **PR** as the first two characters
- e. National Park Service fires contain **PP** as the first two characters
- f. State fires or fires on Private land will contain **PN** as the first two characters

4. SO and Ranger Numbers

SO and ranger numbers are used for tracking incidents by the Forest Service. An SO number tracks the number of fires that are under one Supervisors Office. A Ranger number tracks the number of fires within a specific district. The old district numbers are used resulting in some districts having more then one ranger number. Each fire on the National Forest jurisdiction is issued both an SO and Ranger number after the fire has been called out and ownership verified. (Table 1)

Black Hills National Forest		
Current District Name	Old District Name	Old District Number
Bearlodge	Bearlodge	01
Northern Hills	Nemo	08
Northern Hills	Spearfish	11
Mystic	Pactola	09
Mystic	Harney	06
Hell Canyon	Custer	03
Hell Canyon	Elk Mountain	04

Nebraska National Forest	
Current District Name	Old District Number
Bessey	01
Pine Ridge	02
Fall River	05
Wall	06
Ft. Pierre	09

5. Big Black Book / Current Fire Statistics

Record current fire statistics on the Fire Statistic Spreadsheet in the Big Black Book using the following data:

- 5.1. Fire name
- 5.2. Date
- 5.3. Size class
- 5.4. Specific cause
- 5.5. Township range and section
- 5.6. Latitude and Longitude
- 5.7. Fire size in acres
- 5.8. Fire code
- 5.9. SO numbers are written in the first column in consecutive order
- 5.10. Ranger numbers (use the old district numbers for the Black Hills National Forest).

See Fire Admin Database SOG for more information.

6. State Fire Numbers

6.1. When to issue a State Fire Number

State Fire Numbers are required for any state employee or any volunteer fire department member or piece of equipment that either is dispatched to or responds to an incident. These numbers are required for such individuals to obtain payment from the state.

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6.2. How to issue a State Fire Number

- a. The state fire number is generated on the Fire Stat sheet in the Big Black Book along with all the fire statistics for the center using procedure 5 above. The state fire number consists of
 - 6.2.a.1. A four letter code
 - 6.2.a.2. The calendar year
 - 6.2.a.3. District in which the fire occurred
 - 6.2.a.4. A running tally of the number of incidents for that year

The four-letter code describes the agency, jurisdiction, cause or type of incident, the fire administrative use, severity and training codes. These codes are described in the SD Wildland Fire Division SOP – Issuing Incident Numbers.

- ~~b.~~ The following information is required when obtaining a State Fire Number for Wildland fires within the GPC initial attack zone.
 - 6.2.b.1. Name
 - 6.2.b.2. Fire date
 - 6.2.b.3. Cause
 - 6.2.b.4. Legal description

- 6.2.b.5. Final fire size
- 6.2.b.6. Initial attack area
- 6.2.b.7. Protection area
- 6.2.b.8. Latitude and longitude in degrees, decimal, minutes

For out of state numbers and admin codes only the date and name are required.
See the Fire Admin database SOG for more information.

7. Fire Admin Database

See Fire Admin Database SOG for more information regarding database.

8. Other agency FireCode information

GPC creates FireCodes upon request. Use the attached request from.
Note that the items with an asterisk are issued by GPC.